

COMPARISON OF GSFC EXTANT DOCUMENTATION TO ISO 9001 REQUIREMENTS

ISO 9001 SECTION	REQUIREMENT	EXISTING GMIs/GHBs SIGNIFICANTLY CONCERNED WITH TOPIC (POTENTIAL CANCELLATIONS)	EXISTING GMIs/GHBs PARTIALLY CONCERNED WITH TOPIC	EXISTING DIRECTORATE DOCUMENTATION TOTALLY/PARTIALLY ADDRESSING TOPIC
4.1	Management Responsibility			
4.1.1	Quality Policy			
	The supplier's management with executive responsibility shall define and document its policy for quality, including objectives for quality and its commitment to quality. The quality policy shall be relevant to the supplier's organizational goals and the expectations and needs of its customers.			500 - SMP, sections 1,2,8 QAP, section 1.4 QA-001
	The supplier shall ensure that this policy is understood, implemented, and maintained at all levels of the organization.			
4.1.2	Organization			
4.1.2.1	Responsibility and Authority			
	The responsibility, authority, and the interrelation of personnel who manage, perform, and verify work affecting quality shall be defined and documented, particularly for personnel who need the organizational freedom and authority to:			500 - SMP, sections 1.5, 1.5.2, 2.1.1, 8: The SMP lacks definitive "authority" information and does not go into the personnel details required by 9001. CMP-MO&DSD, sections 1.4, 2.1.2, 2.2, 2.4 CMP, section 2 QAP, section 3, 4
	a) initiate action to prevent the occurrence of any nonconformities relating to product, process, and quality system;			
	b) identify and record any problems relating to the product, process, and quality system;			
	c) initiate, recommend, or provide solutions through designated channels;			
	d) verify the implementation of solutions;			
	e) control further processing, delivery, or installation of nonconforming product until the deficiency or unsatisfactory condition has been corrected.			
4.1.2.2	Resources			
	The supplier shall identify resource requirements and provide adequate resources, including the assignment of trained personnel (see 4.18), for management, performance of work, and verification activities including internal quality audits.			500 - SMP, section 2.2.2 QAP, section 3.1 CMP, Rev. 1, section 7
4.1.2.3	Management Representative			
	The supplier's management with executive responsibility shall appoint a member of the supplier's own management who, irrespective of other responsibilities, shall have defined authority for			500 - SMP, sections 2.2.2.3(a), 3.2, 8 CMP, section 2.2 QAP, sections 3.4, 3.5 QA-001

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	a) ensuring that a quality system is established, implemented, and maintained in accordance with this American National Standard, and			
	b) reporting on the performance of the quality system to the supplier's management for review and as a basis for improvement of the quality system.			
	c) The responsibility of a management representative may also include liaison with external parties on matters relating to the supplier's quality system.			
4.1.3	Management Review			
	The supplier's management with executive responsibility shall review the quality system at defined intervals sufficient to ensure its continuing suitability and effectiveness in satisfying the requirements of this American National Standard and the supplier's stated quality policy and objectives (see 4.1.1). Records of such reviews shall be maintained (see 4.16).			300 - FAP 303-115: FAM/SAM Status Reporting FAP 300-128: Functional Management Review - Self Assessment FAP 311-580: Project Parts Program Reviews 500 - SMP, sections 1.3.3, 3.3, 4.2.3, 8 QAP, sections 5.1, 5.5
4.2	Quality System			
4.2.1	General			
	The supplier shall establish, document, and maintain a quality system as a means of ensuring that product conforms to specified requirements. The supplier shall prepare a quality manual covering the requirements of this American National Standard. The quality manual shall include or make reference to the quality-system procedures and outline the structure of the documentation used in the quality system.		GHB 1410.2: Management Directives Handbook	300 - FAP 303-000: OFA Handbook 500 - SMP, section 8 CMP QAP QA-001
4.2.2	Quality-System Procedures			
	a) The supplier shall prepare documented procedures consistent with the requirements of this American National Standard and the supplier's stated quality policy; and			300 - FAP 303-05: Flight Assurance Procedures Documentation Standards and Controls 500 - QAP, section 6.8: QAP lacks detail in addressing 9001 requirement-done by projects using 500-QA-001 and 500-SMP, section 8
	b) effectively implement the quality system and its documented procedures.			
4.2.3	Quality Planning			
	The supplier shall define and document how the requirements for quality will be met. Quality planning shall be consistent with all other requirements of a supplier's quality system and shall be documented in a format to suit the supplier's method of operation.	GMI 2410.7: Software Management, Engineering, and Assurance Requirements GMI 8010.2: Classification of GSFC Orbital Flight Projects and Determination of Commensurate Performance Assurance Requirements	GMI 2330.1: Planning and Scheduling GMI 5330.7: Development and Implementation of Environmental Verification Requirements for Space Flight Hardware	300 - Preparation of EEE Part Screening Procedures 500 - QAP QA-001 SMP, section 8
	The supplier shall give consideration to the following			

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	activities, as appropriate, in meeting the specified requirements for products, projects, or contracts:			
	a) the preparation of quality plans;			
	b) the identification and acquisition of any controls, processes, equipment (including inspection and test equipment), fixtures, resources, and skills that may be needed to achieve the required quality;			
	c) ensuring the compatibility of the design, the production process, installation, servicing, inspection, and test procedures, and the applicable documentation;			
	d) the updating, as necessary, of quality control, inspection, and testing techniques, including the development of new instrumentation;			
	e) the identification of any measurement requirement involving capability that exceeds the known state of the art, in sufficient time for the needed capability to be developed;			
	f) the identification of suitable verification at appropriate stages in the realization of product;	GMI 5330.7: Development and Implementation of Environmental Verification Requirements for Space Flight Hardware		
	g) the clarification of standards of acceptability for all features and requirements, including those which contain a subjective element;			
	h) the identification and preparation of quality records (see 4.16).			
4.3	Contract Review			
4.3.1	General			
	The supplier shall establish and maintain documented procedures for contract review and for the coordination of these activities.			
4.3.2	Review			
	Before submission of a tender, or at the acceptance of a contract or order (statement of requirement), the tender, contract or order shall be reviewed by the supplier to ensure that:		GMI 9080.4: Reimbursement for Services or Products Provided by the GSFC	
	a) the requirements are adequately defined and documented; where no written statement of requirement is available for an order received by verbal means, the supplier shall ensure that the order requirements are agreed before their acceptance;	GMI 1362.1: Agreements Under the Natl. Aeronautics and Space act of 1958 with Non-Federal Entities		
	b) any differences between the contract or accepted order requirements and those in the tender are resolved;			
	c) the supplier has the capability to meet the contract or accepted order requirements.	GMI 1362.1: Agreements Under the Natl. Aeronautics and Space act of 1958 with Non-Federal Entities		

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4.3.3	Amendment to Contract			
	The supplier shall identify how an amendment to a contract is made and correctly transferred to the functions concerned within the supplier's organization.			
4.3.4	Records			
	Records of contract reviews shall be maintained (see 4.16).	GMI 1362.1: Agreements Under the Natl. Aeronautics and Space act of 1958 with Non-Federal Entities		
4.4	Design Control			
4.4.1	The supplier shall establish and maintain documented procedures to control and verify the design of the product in order to ensure that the specified requirements are met.			500 - SMP, sections 2, 2.2, 3, 3.4.6, 3.4.7
4.4.2	Design and Development Planning			
	The supplier shall prepare plans for each design and development activity. The plans shall describe or reference these activities, and define responsibility for their implementation.			500 - SMP, sections 2, 2.2, 3, 3.4.4
	The design and development activities shall be assigned to qualified personnel equipped with adequate resources.			
	The plans shall be updated, as the design evolves.			
4.4.3	Organizational and Technical Interfaces			
	Organizational and technical interfaces between different groups which input into the design process shall be defined and the necessary information documented, transmitted, and regularly reviewed.		GMI 1700.3: System Safety for Orbital Flight Projects GMI 2570.1: GSFC Frequency Management	500 - SMP, sections 2, 2.2.2.3(b), 3
4.4.4	Design Input			
	Design input requirements relating to the product, including applicable statutory and regulatory requirements, shall be identified, documented, and their selection reviewed by the supplier for adequacy. Incomplete, ambiguous, or conflicting requirements shall be resolved with those responsible for imposing these requirements.		GMI 1700.3: System Safety for Orbital Flight Projects GMI 1710.4: Design, Inspection and Certification of Pressure Vessels and Pressurized Systems GHB 1710.5: Lithium-Sulfur Dioxide Cell and Battery Safety Handbook GMI 5330.6: Implementation of the GSFC Parts Program GMI 5330.7: Development and Implementation of	500 - SMP, sections 2, 3, 3.4.6.1

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			Environmental Verification Requirements for Space Flight Hardware GMI 8070.1: GSFC's Policy Relating to Standards for Aerospace Data Systems	
	Design input shall take into consideration the results of any contract-review activities.			
4.4.5	Design Output			
	Design output shall be documented and expressed in terms that can be verified against design-input requirements and validated (see 4.4.8).			500 - SMP, sections 2, 3, 3.4.6.1, 3.4.7.3
	a) Design output shall meet the design-input requirements;			
	b) contain or make reference to acceptance criteria;			
	c) identify those characteristics of the design that are crucial to the safe and proper functioning of the product (e.g., operating, storage, handling, maintenance, and disposal requirements).		GMI 1700.3: System Safety for Orbital Flight Projects GMI 1710.4: Design, Inspection and Certification of Pressure Vessels and Pressurized Systems GHB 1710.5: Lithium-Sulfur Dioxide Cell and Battery Safety Handbook	
	Design-output documents shall be reviewed before release.			
4.4.6	Design Review			
	At appropriate stages of design, formal documented reviews of the design results shall be planned and conducted. Participants at each design review shall include representatives of all functions concerned with the design stage being reviewed, as well as other specialist personnel, as required. Records of such reviews shall be maintained (see 4.16).	GMI 8010.1: Flight Assurance Design Review Program GMI 8020.1: Orbital Launch Services Review Program		300 - FAP 303-206: Software Development Reviews 500 - SMP, sections 3, 3.4.6.3, 3.4.7.3, 3.4.7.4, 7 QAP, section 5.5 CMP
4.4.7	Design Verification			
	At appropriate stages of design, design verification shall be performed to ensure that the design-stage output meets the design-stage input requirements. The design-verification measures shall be recorded (see 4.16).			500 - SMP, sections 3, 9
4.4.8	Design Validation -- Design validation shall be performed to ensure that product conforms to defined user needs and/or requirements.			500 - SMP, sections 3, 3.4.11, 4.2.2
4.4.9	Design Changes -- All design changes and			500 - SMP, sections 3, 7, 7.5.2.6

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	modifications shall be identified, documented, reviewed, and approved by authorized personnel before their implementation.			
4.5	Document and Data Control			
4.5.1	General			
	The supplier shall establish and maintain documented procedures to control all documents and data that relate to the requirements of this American National Standard including, to the extent applicable, documents of external origin such as standards and customer drawings.	GMI 8040.1: Configuration Management		500 - SMP, sections 7, 11
4.5.2	Document and Data Approval Issue			
	The documents and data shall be reviewed and approved for adequacy by authorized personnel prior to issue.	GMI 8040.1: Configuration Management		500 - SMP, sections 7, 7.4, 11 CMP, sections 3.3, 3.4, 3.5, Rev. 1
	A master list or equivalent document-control procedure identifying the current revision status of documents shall be established and be readily available to preclude the use of invalid and/or obsolete documents.	GMI 8040.1: Configuration Management		
	a) This control shall ensure that the pertinent issues of appropriate documents are available at all locations where operations essential to the effective functioning of the quality system are performed;			
	b) invalid and/or obsolete documents are promptly removed from all points of issue or use, or otherwise assured against unintended use;			
	c) any obsolete documents retained for legal and/or knowledge-preservation purposes are suitably identified.			
4.5.3	Document and Data Changes			
	Changes to documents and data shall be reviewed and approved by the same functions/organizations that performed the original review and approval, unless specifically designated otherwise. The designated functions/ organizations shall have access to pertinent background information upon which to base their review and approval. Where practicable, the nature of the change shall be identified in the document or the appropriate attachments.			500 - SMP, sections 7, 7.3, 7.4, 11 CMP, section 4, Rev. 1 QAP, section 5.3
4.6	Purchasing			
4.6.1	General			
	The supplier shall establish and maintain documented procedures to ensure that purchased product (see 3.1) conforms to specified requirements.			500 - MO&DSD conforms to Center Purchasing Standards 500 - SMP, sections 5, 7 CMP, Rev. 1
4.6.2	Evaluation of Subcontractors			

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	a) The supplier shall evaluate and select subcontractors on the basis of their ability to meet subcontract requirements including the quality system and any specific quality-assurance requirements;	GMI 1152.1: SEB Appointments GHB 5150.8: Mini-SEB Handbook GMI 5150.4: Technical Evaluation and Analysis	GHB 5112.1: Performance Measurement System (PMS) Handbook	300 - FAP 300-125: Flight Assurance Audits - Contractors FAP 303-126: Flight Assurance Audits - In Plant Reps. FAP 303-127: Software Assurance Audits FAP 303-062: CPAF Contracts Performance Assurance Evaluation 500 - MO&DSD conforms to Center Purchasing Standards
	b) define the type and extent of control exercised by the supplier over subcontractors. This shall be dependent upon the type of product, the impact of subcontracted product on the quality of final product, and, where applicable, on the quality audit reports and/or quality records of the previously demonstrated capability and performance of subcontractors;	GMI 5151.2: NASA Relationship with the DOD for Contract Administration and Contract Audit Services		
	c) establish and maintain quality records of acceptable subcontractors (see 4.16).	GMI 5151.3: CPAF Contract Administration	GMI 9501.1: Contractor Financial Management Reporting System	
4.6.3	Purchasing Data			
	Purchasing documents shall contain data clearly describing the product ordered, including where applicable: a) the type, class, grade, or other precise identification;		GMI 5330.6: Implementation of the GSFC Parts Program	500 - MO&DSD conforms to Center Purchasing Standards
	b) the title or other positive identification, and applicable issues of specifications, drawings, process requirements, inspection instructions, and other relevant technical data, including requirements for approval or qualification of product, procedures, process equipment, and personnel;	GMI 5310.2: Safety, Reliability, and Quality Assurance Contract Provisions - The GSFC Procurement and Identification of Items for Space Flight Use	GMI 1710.4: Design, Inspection and Certification of Pressure Vessels and Pressurized Systems GHB 1710.5: Lithium-Sulfur Dioxide Cell and Battery Safety Handbook GHB 1860.3: Radiation Safety - Laser GMI 4060.1: Control of Returnable Containers GHB 5150.1: Procurement Request Handbook GMI 5330.6: Implementation of the GSFC Parts Program GMI 5330.7: Development and	300 - FAP 311-526: Preparation of EEE Part Procurement Specification

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			Implementation of Environmental Verification Requirements for Space Flight Hardware GMI 5340.1: Implementation of the GSFC Materials and Processes Program	
	c) the title, number, and issue of the quality-system standard to be applied.	GMI 5310.2: Safety, Reliability, and Quality Assurance Contract Provisions - The GSFC Procurement and Identification of Items for Space Flight Use		300 - FAP 303-810: Procurement Documents Review - General FAP 303-811: Procurement Documents Review-Code 750 FAP 303-812: Procurement Documents review-Support Service Contracts FAP 303-015: Preparation of Performance Assurance Requirements Documents
	The supplier shall review and approve purchasing documents for adequacy of the specified requirements prior to release.	GMI 4520.1: Receiving, Inspecting, and Accepting Purchased Materials GMI 5101.1: Requirements for Legal Review of Procurement Matters GMI 5310.2: Safety, Reliability, and Quality Assurance Contract Provisions - The GSFC Procurement and Identification of Items for Space Flight Use	GMI 1773.1: GSFC Environmental Program GHB 5150.1: Procurement Request Handbook GMI 5330.6: Implementation of the GSFC Parts Program GMI 5330.7: Development and Implementation of Environmental Verification Requirements for Space Flight Hardware GMI 5340.1: Implementation of the GSFC Materials and Processes Program	300 - FAP 303-810: Procurement Documents Review - General FAP 303-811: Procurement Documents Review-Code 750 FAP 303-812: Procurement Documents review-Support Service Contracts FAP 303-015: Preparation of Performance Assurance Requirements Documents
4.6.4	Verification of Purchased Product			
4.6.4.1	Supplier Verification at Subcontractor's Premises			
	Where the supplier proposes to verify purchased product at the subcontractor's premises, the supplier shall specify verification arrangements and the method of product release in the purchasing documents.			300 - FAP 303-120: QA Letters of Delegation FAP 303-121: Letters of Assignment 500 - MO&DSD conforms to Center Purchasing Standards
4.6.4.2	Customer Verification of Subcontracted Product			
	Where specified in the contract, the supplier's customer or the customer's representative shall be afforded the right to verify at the subcontractor's premises and the supplier's premises that subcontracted product conforms to specified requirements. Such verification shall not be used by the supplier as evidence of			

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	effective control of quality by the subcontractor Verification by the customer shall not absolve the supplier of the responsibility to provide acceptable product, nor shall it preclude subsequent rejection by the customer.			
4.7	Control of Customer-Supplied Product			
	The supplier shall establish and maintain documented procedures for the control of verification, storage, and maintenance of customer-supplied product provided for incorporation into the supplies or for related activities.		GMI 9501.3: Financial Reporting of Government-Owned/Contractor-Held Property and Space Hardware	500 - SMP, section 5
	Any such product that is lost, damaged, or is otherwise unsuitable for use shall be recorded and reported to the customer (see 4.16). Verification by the supplier does not absolve the customer of the responsibility to provide acceptable product.			
4.8	Product Identification and Traceability			
	Where appropriate, the supplier shall establish and maintain documented procedures for identifying the product by suitable means from receipt and during all stages of production, delivery, and installation.		GMI 1710.4: Design, Inspection and Certification of Pressure Vessels and Pressurized Systems GMI 5310.4: Management and Control of Space Flight Hardware at the GSFC	300 - FAP 303-820: The GSFC Cert Log 500 - SMP, sections 5, 7, 9, 11 CMP, sections 3, 4, 6, Rev. 1
	Where and to the extent that traceability is a specified requirement, the supplier shall establish and maintain documented procedures for unique identification of individual product or batches. This identification shall be recorded (see 4.16).			300 - FAP 311-511: Parts List Preparation and Maintenance
4.9	Process Control			
	The supplier shall identify and plan the production, installation, and servicing processes which directly affect quality and shall ensure that these processes are carried out under controlled conditions. Controlled conditions shall include the following: a) documented procedures defining the manner of production, installation, and servicing, where the absence of such procedures could adversely affect quality;			500 - SMP, sections 4-11 SMP, section 5: The SMP addresses this requirement in vague terms. The policy and procedures for production processes may be defined at lower levels of the MO&DSD. For example, use of specific soldering standards and other workmanship standards are defined by NASA flight projects while application of process standards to ground systems is left to MO&DSD divisions and projects.
	b) use of suitable production, installation, and servicing equipment, and a suitable working environment;			500 - CMP, sections 4.3, 5.6, 5.6.5.2
	c) compliance with reference standards/codes, quality plans, and/or documented procedures;			

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	d) monitoring and control of suitable process parameters and product characteristics;			
	e) the approval of processes and equipment, as appropriate;			
	f) criteria for workmanship, which shall be stipulated in the clearest practical manner (e.g., written standards, representative samples, or illustrations);			
	g) suitable maintenance of equipment to ensure continuing process capability.			
	Where the results of processes cannot be fully verified by subsequent inspection and testing of the product and where, for example, processing deficiencies may become apparent only after the product is in use, the processes shall be carried out by qualified operators and/or shall require continuous monitoring and control of process parameters to ensure that the specified requirements are met.			
	The requirements for any qualification of process operations, including associated equipment and personnel (see 4.18), shall be specified.			300 - FAP 313-817: Evaluation of PWB Coupon Microsections FAP 303-840: ESD Control Program
	Records shall be maintained for qualified processes, equipment, and personnel (see 4.16).			
4.10	Inspection and Testing			
4.10.1	General			
	The supplier shall establish and maintain documented procedures for inspection and testing activities in order to verify that the specified requirements for the product are met.			300 - FAP 303-855: Fabrication and Assembly Quality Assurance-Code 750 FAP 303-625: Fastener Inspection FAP 303-626: Fastener Inspection/Test Plan FAP 303-650: Material Verification-Aluminum 500 - SMP, sections 7, 9: The SMP lacks detail in addressing the requirements of this entire 9001 section. CMP, Rev. 1 QA-001
	The required inspection and testing, and the records to be established, shall be detailed in the quality plan or documented procedures.			300 - FAP 303-820: The GSFC Cert Log FAP 303-855: Fabrication and Assembly Quality Assurance-Code 750 FAP 303-625: Fastener Inspection
4.10.2	Receiving Inspection and Testing			
4.10.2.1	The supplier shall ensure that incoming product is not used or processed (except in the circumstances described in 4.10.2.3) until it has been inspected or otherwise verified as conforming to specified requirements. Verification of the specified requirements shall be in accordance with the quality plan and/or documented procedures.	GMI 4520.1: Receiving, Inspecting, and Accepting Purchased Materials		300 - FAP 303-855: Fabrication and Assembly Quality Assurance-Code 750 FAP 303-625: Fastener Inspection FAP 311-530: EEE Parts Receiving and Inspection 500 - SMP, section 5.4.3.2, 9 CMP, Rev. 1 QA-001

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4.10.2.2	In determining the amount and nature of receiving inspection, consideration shall be given to the amount of control exercised at the subcontractor's premises and the recorded evidence of conformance provided.	GMI 4520.1: Receiving, Inspecting, and Accepting Purchased Materials		
4.10.2.3	Where incoming product is released for urgent production purposes prior to verification, it shall be positively identified and recorded (see 4.16) in order to permit immediate recall and replacement in the event of nonconformity to specified requirements.	GMI 4520.1: Receiving, Inspecting, and Accepting Purchased Materials		300 - FAP 303-846: Material Review Board
4.10.3	In-Process Inspection and Testing			
	a) The supplier shall inspect and test the product as required by the quality plan and/or documented procedures;	GMI 5330.7: Development and Implementation of Environmental Verification Requirements for Space Flight Hardware		300 - FAP 303-855: Fabrication and Assembly Quality Assurance-Code 750 303-PROC-003: Configuration Verification Inspection FAP 311-535: Testing of EEE Parts FAP 303-1025: Monitoring and Witnessing Ground Data System testing 500 - SMP, sections 9, 9.2.5 QA-001
	b) hold product until the required inspection and tests have been completed or necessary reports have been received and verified, except when product is released under positive-recall procedures (see 4.10.2.3). Release under positive-recall procedures shall not preclude the activities outlined in 4.10.3a.			300 - FAP 303-846: Material Review Board
4.10.4	Final Inspection and Testing			
	The supplier shall carry out all final inspection and testing in accordance with the quality plan and/or documented procedures to complete the evidence of conformance of the finished product to the specified requirements.	GMI 5330.7: Development and Implementation of Environmental Verification Requirements for Space Flight Hardware		300 - 303-PROC-003: Configuration Verification Inspection 500 - SMP, sections 9, 9.2.5 QA-001
	The quality plan and/or documented procedures for final inspection and testing shall require that all specified inspection and tests, including those specified either on receipt of product or in-process, have been carried out and that the results meet specified requirements.			300 - 303-PROC-003: Configuration Verification Inspection
	No product shall be dispatched until all the activities specified in the quality plan and/or documented procedures have been satisfactorily completed and the associated data and documentation are available and authorized.			
4.10.5	Inspection and Test Records			
	The supplier shall establish and maintain records which provide evidence that the product has been inspected and/or tested. These records shall show clearly whether the product has passed or failed the inspections and/or tests according to defined			300 - FAP 303-820: The GSFC Cert Log FAP 303-1045: Evaluation of Software/Firmware Delivery Data Packages 500 - SMP, sections 5.4.3.7, 9, 9.6 QA-001

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	acceptance criteria. Where the product fails to pass any inspection and/or test, the procedures for control of nonconforming product shall apply (see 4.13).			
	Records shall identify the inspection authority responsible for the release of product (see 4.16).			
4.11	Control of Inspection, Measuring, and Test Equipment			
4.11.1	General			
4.11.1	The supplier shall establish and maintain documented procedures to control, calibrate, and maintain inspection, measuring, and test equipment (including test software) used by the supplier to demonstrate the conformance of product to the specified requirements.	GMI/GHB 5330.8: Metrology and Calibration		500 - SMP, sections 5.4.3.3, 9, 9.8: The SMP lacks detail in addressing the requirements of this entire 9001 section. However, these requirements should be defined at lower levels of MO&DSD where this equipment is used.
	Inspection, measuring, and test equipment shall be used in manner which ensures that the measurement uncertainty is known and is consistent with the required measurement capability.	GMI/GHB 5330.8: Metrology and Calibration		
	Where test software or comparative references such as test hardware are used as suitable forms of inspection, they shall be checked to prove that they are capable of verifying the acceptability of product, prior to release for use during production, installation, or servicing, and shall be rechecked at prescribed intervals. The supplier shall establish the extent and frequency of such checks and shall maintain records as evidence of control (see 4.16).	GMI/GHB 5330.8: Metrology and Calibration		
	Where the availability of technical data pertaining to the measurement equipment is a specified requirement, such data shall be made available, when required by the customer or customer's representative, for verification that the measuring equipment is functionally adequate.	GMI/GHB 5330.8: Metrology and Calibration		
4.11.2	Control Procedure			
	a) The supplier shall determine the measurements to be made and the accuracy required, and select the appropriate inspection, measuring, and test equipment that is capable of the necessary accuracy and precision	GMI/GHB 5330.8: Metrology and Calibration		500 - SMP, section 5.4.3.3
	b) The supplier shall identify all inspection, measuring, and test equipment that can affect product quality, and calibrate and adjust them at prescribed intervals, or prior to use, against certified equipment having a known valid relationship to internationally or nationally recognized standards. Where no such standards exist, the basis used for calibration shall be documented	GMI/GHB 5330.8: Metrology and Calibration		
	c) The supplier shall define the process employed for the calibration of inspection, measuring, and test equipment, including details of equipment type, unique identification, location, frequency of checks, check	GMI/GHB 5330.8: Metrology and Calibration		

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	method, acceptance criteria, and the action to be taken when results are unsatisfactory			
	d) The supplier shall identify inspection, measuring, and test equipment with a suitable indicator or approved identification record to show the calibration status	GMI/GHB 5330.8: Metrology and Calibration		
	e) The supplier shall maintain calibration records for inspection, measuring, and test equipment (see 4.16)	GMI/GHB 5330.8: Metrology and Calibration		
	f) The supplier shall assess and document the validity of previous inspection and test results when inspection, measuring, and test equipment is found to be out of calibration			
	g) The supplier shall ensure that the environmental conditions are suitable for the calibrations, inspections, measurements, and tests being carried out			
	h) The supplier shall ensure that the handling, preservation, and storage of inspection, measuring, and test equipment is such that the accuracy and fitness for use are maintained			
	i) The supplier shall safeguard inspection, measuring, and test facilities, including both test hardware and test software, from adjustments which would invalidate the calibration setting			
4.12	Inspection and Test Status			
	The inspection and test status of product shall be identified by suitable means, which indicate the conformance or nonconformance of product with regard to inspection and tests performed.	GMI 5330.2: Quality Status Stamping Requirements		300 - FAP 303-820: The GSFC Cert Log 500 - SMP, section 9
	The identification of inspection and test status shall be maintained, as defined in the quality plan and/or documented procedures, throughout production, installation, and servicing of the product to ensure that only product that has passed the required inspections and tests [or released under an authorized concession (see 4.13.2)] is dispatched, used, or installed.	GMI 5310.4: Management and Control of Space Flight Hardware at the GSFC		300 - FAP 303-820: The GSFC Cert Log FAP 303-875: Control of Inspection Stamps
4.13	Control of Nonconforming Product			
4.13.1	General			
	The supplier shall establish and maintain documented procedures to ensure that product that does not conform to specified requirements is prevented from unintended use of installation.			300 - FAP 303-845: Problem Record Items FAP 303-846: Material review Board FAP 303-855: Fabrication and Assembly Quality Assurance-Code 750 S-311-GP001: GIDEP Alert/Parts Lists Comparison Procedure 500 - SMP, section 10: The SMP lacks detail in addressing the requirements of this entire 9001 section QAP, section 5.4: The QAP lacks detail in addressing the requirements of this entire

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				9001 section
	This control shall provide for identification, documentation, evaluation, segregation (when practical), disposition of nonconforming product, and for notification to the functions concerned.		GMI 5340.1: Implementation of the GSFC Materials and Processes Program	300 - FAP 303-845: Problem Record Items FAP 303-846: Material review Board FAP 303-855: Fabrication and Assembly Quality Assurance-Code 750 FAP 303-849: Problem Failure reporting FAP 311-540: EEE Parts and Devices Discrepancies
4.13.2	Review and disposition of nonconforming product			
	The responsibility for review and authority for the disposition of nonconforming product shall be defined.	GMI 5310.1: GSFC Problem/Failure Anomaly Reporting	GMI 1700.3: System Safety for Orbital Flight Projects	300 - FAP 303-846: Material review Board FAP 303-855: Fabrication and Assembly Quality Assurance-Code 750 FAP 303-849: Problem Failure reporting FAP 311-540: EEE Parts and Devices Discrepancies 500 - SMP, section 10 nonconforming product
	Nonconforming product shall be reviewed in accordance with documented procedures.	GMI 5310.1: GSFC Problem/Failure Anomaly Reporting	GMI 1700.3: System Safety for Orbital Flight Projects	300 - FAP 303-846: Material review Board FAP 303-855: Fabrication and Assembly Quality Assurance-Code 750 FAP 303-849: Problem Failure reporting FAP 311-540: EEE Parts and Devices Discrepancies
	a) It may be reworked to meet the specified requirements			300 - FAP 303-846: Material review Board FAP 303-855: Fabrication and Assembly Quality Assurance-Code 750 FAP 303-849: Problem Failure reporting FAP 311-540: EEE Parts and Devices Discrepancies
	b) It may be accepted with or without repair by concession			300 - FAP 303-846: Material review Board FAP 303-855: Fabrication and Assembly Quality Assurance-Code 750 FAP 303-849: Problem Failure reporting FAP 311-540: EEE Parts and Devices Discrepancies
	c) It may be regraded for alternative applications, or			300 - FAP 303-846: Material review Board FAP 303-855: Fabrication and Assembly Quality Assurance-Code 750 FAP 303-849: Problem Failure reporting FAP 311-540: EEE Parts and Devices Discrepancies
	d) It may be rejected or scrapped	GMI 1761.1: Hazardous Excess Equipment, Material, and Components		300 - FAP 303-846: Material review Board FAP 303-855: Fabrication and Assembly Quality Assurance-Code 750 FAP 303-849: Problem Failure reporting FAP 311-540: EEE Parts and Devices Discrepancies

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	Where required by the contract, the proposed use or repair of product (see 4.13.2b) which does not conform to specified requirements shall be reported for concession to the customer or customer's representative. The description of the nonconformity that has been accepted, and of repairs, shall be recorded to denote the actual condition (see 4.16).			
	Repaired and/or reworked product shall be reinspected in accordance with the quality plan and/or documented procedures.			300 - FAP 303-846: Material review Board FAP 303-855: Fabrication and Assembly Quality Assurance-Code 750 FAP 311-540: EEE Parts and Devices Discrepancies
4.14	Corrective and Preventive Action			
4.14.1	General			
	The supplier shall establish and maintain documented procedures for implementing corrective and preventive action.			300 - 303-PROC-011: NASA/GSFC Quality Deficiency Report FAP 303-1030: Software Nonconformance Reporting and Corrective Action 500 - SMP, sections 4, 10
	Any corrective or preventive action taken to eliminate the causes of actual or potential nonconformities shall be to a degree appropriate to the magnitude of problems and commensurate with the risks encountered.		GMI 1700.3: System Safety for Orbital Flight Projects	
	The supplier shall implement and record any changes to the documented procedures resulting from corrective and preventive action.			
4.14.2	Corrective Action			
	The procedures for corrective action shall include:			
	a) the effective handling of customer complaints and reports of product nonconformities			500 - SMP, sections 4.3.2, 10 QAP, section 5.4
	b) investigation of the cause of nonconformities relating to product, process, and quality system, and recording the results of the investigation (see 4.16)			
	c) determination of the corrective action needed to eliminate the cause of nonconformities			
	d) application of controls to ensure that corrective action is taken and that it is effective.			
4.14.3	Preventive Action			
	The procedures for preventive action shall include:			
	a) the use of appropriate sources of information such as processes and work operations which affect product quality, concessions, audit results, quality records, service reports, and customer complaints to detect, analyze, and eliminate potential causes of nonconformities			500 - SMP, section 4.3.1
	b) determination of the steps needed to deal with any problems requiring preventive action			

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	c) initiation of preventive action and application of controls to ensure that it is effective			
	d) confirmation that relevant information on actions taken is submitted for management review (see 4.1.3).			
4.15	Handling, Storage, Packaging, Preservation, and Delivery			
4.15.1	General			
	The supplier shall establish and maintain documented procedures for handling, storage, packaging, preservation, and delivery of product.	GMI 6000.1: Shipment of Material from GSFC		500 - SMP, section 5.4.3.4: The SMP lacks detail in addressing the requirements of this entire 9001 section. However, these requirements should be defined at lower levels of MO&DSD.
4.15.2	Handling			
	The supplier shall provide methods of handling product that prevent damage or deterioration.		GMI 1710.6: Consultation, Inspection, Certification, and Recertification of Lifting Devices and Equipment GHB 1720.1: GSFC Explosives and Pyrotechnic Safety	300 - FAP 303-857: Lifting of Space Flight Hardware 500 - SMP, section 5.4.3.4
4.15.3	Storage			
	The supplier shall use designated storage areas or stock rooms to prevent damage or deterioration of product, pending use or delivery. Appropriate methods for authorizing receipt to and dispatch from such areas shall be stipulated.		GHB 1720.1: GSFC Explosives and Pyrotechnic Safety GMI 1790.1: Hazardous Chemical Storage Addendum GMI 4521.1: Storage Policy at the GSFC	300 - FAP 311-545: EEE Parts and Data Storage 500 - SMP, section 5.4.3.4
	In order to detect deterioration, the condition of product in stock shall be assessed at appropriate intervals.	GMI 5310.4: Management and Control of Space Flight Hardware at the GSFC	GMI 4521.1: Storage Policy at the GSFC	
4.15.4	Packaging			
	The supplier shall control packing, packaging, and marking processes (including materials used) to the extent necessary to ensure conformance to specified requirements.	GMI 6410.1: Packaging, Preservation, and Marking Requirements	GMI 5310.2: Safety, Reliability, and Quality Assurance Contract Provisions - The GSFC Procurement and Identification of Items for Space Flight Use	500 - SMP, section 5.4.3.4
4.15.5	Preservation			
	The supplier shall apply appropriate methods for preservation and segregation of product when the product is under the supplier's control.			500 - SMP, section 5.4.3.4
4.15.6	Delivery			
	The supplier shall arrange for the protection of the			500 - SMP, section 5.4.3.4

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	quality of product after final inspection and test. Where contractually specified, this protection shall be extended to include delivery to destination.			
4.16	Control of Quality Records			
	The supplier shall establish and maintain documented procedures for identification, collection, indexing, access, filing, storage, maintenance, and disposition of quality records.		GMI 1440.7: Records and Files Management	500 - SMP, sections 1.3.3, 2.2.3, 2.2.4, 3.12, 7, 8, 8.6, 9.6, 10, 11: The SMP does not address storage, safe keeping, and retention of records. CMP, sections 3.2, 3.3, 3.4, 3.5 QA-001
	Quality records shall be maintained to demonstrate conformance to specified requirements and the effective operation of the quality system. Pertinent quality records from the subcontractor shall be an element of these data.			
	All quality records shall be legible and shall be stored and retained in such a way that they are readily retrievable in facilities that provide a suitable environment to prevent damage or deterioration and to prevent loss. Retention times of quality records shall be established and recorded. Where agreed contractually, quality records shall be made available for evaluation by the customer or the customer's representative for an agreed period.		GMI 1440.7: Records and Files Management	
4.17	Internal Quality Audits			
	The supplier shall establish and maintain documented procedures for planning and implementing internal quality audits to verify whether quality activities and related results comply with planned arrangements and to determine the effectiveness of the quality system.			500 - SMP, section 8.4.1 CMP, sections 5.5, 7 (Rev. 1) QAP, sections 5.1, 6.3, 6.4 1CAP/0185, "MO&DSD Configuration Management Audit Plan" 934.10, "MO&DSD Configuration Management Audit Plan Procedures"
	Internal quality audits shall be scheduled on the basis of the status and importance of the activity to be audited and shall be carried out by personnel independent of those having direct responsibility for the activity being audited.			
	The results of the audits shall be recorded (see 4.16) and brought to the attention of the personnel having responsibility in the area audited. The management personnel responsible for the area shall take timely corrective action on deficiencies found during the audit.			
	Follow-up audit activities shall verify and record the implementation and effectiveness of the corrective action taken (see 4.16).			
4.18	Training			
	The supplier shall establish and maintain documented	GMI 3410.2: Employee	GMI 1700.3: System Safety for	300 - FAP 300-825: Certification of GSFC Civil

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	procedures for identifying training needs and provide for the training of all personnel performing activities affecting quality.	Development and Training	Orbital Flight Projects GMI 3410.4: Goddard Research and Study Fellowship Program GMI 3410.5: Cooperative Work-Study Program	Servant Personnel to the NHB 5300.4 Series of Workmanship Standards FAP 303-051: Systems Assurance Manager Training 500 - SMP, sections 2.2.2.3(h), 3.4.12. 5.4.3.5
	Personnel performing specific assigned tasks shall be qualified on the basis of appropriate education, training and/or experience, as required.	GMI 3410.2: Employee Development and Training GMI 5300.1: Soldering or Inspecting Electrical Connections for Space Flight Hardware GMI 8610.5: STS Personnel Reliability Program	GHB 1720.1: GSFC Explosives and Pyrotechnic Safety	300 - FAP 300-825: Certification of GSFC Civil Servant Personnel to the NHB 5300.4 Series of Workmanship Standards FAP 303-051: Systems Assurance Manager Training
	Appropriate records of training shall be maintained (see 4.16).	GMI 3410.2: Employee Development and Training		
4.19	Servicing			
	Where servicing is a specified requirement, the supplier shall establish and maintain documented procedures for performing, verifying, and reporting that the servicing meets the specified requirements.			500 - SMP, section 4.3
4.20	Statistical Techniques			
4.20.1	Identification of need			
	The supplier shall identify the need for statistical techniques required for establishing, controlling, and verifying process capability and product characteristics.			500 - SMP, section 2 CMP, Rev. 1 QAP, section 6.2
4.20.2	Procedures			
	The supplier shall establish and maintain documented procedures to implement and control the application of the statistical techniques identified in 4.20.1.			

GMIs/GHBs UNCONNECTED WITH GSFC ISO 9001 IMPLEMENTATION

NUMBER	TITLE
GHB 1040.1	Emergency Preparedness Plans and Procedures, Volume 1
GHB 1040.2	Emergency Preparedness Plans and Procedures, Volume 2
GHB 1040.4	GSFC Wallops Flight Facility Aircraft Mishap Plan
GMI 1040.5	GSFC Emergency Management Program
GMI 1040.6	NASA/GSFC Emergency Management Plan (Greenbelt Facilities)
GMI 1058.1	GSFC-KSC MOU Covering Disposal of Excess Controlled Personal Property Located on or Near KSC
GMI 1152.3	Circuit Selection Board (CSB) Procedures
GMI 1152.6	Building 3/14 Utilities Coordination Working Group
GMI 1152.7	Safety and Environmental Steering Committee
GMI 1152.8	Employees Advisory Committee for the Handicapped Program at the GSFC
GMI 1152.9	Facilities Coordination Committee
GMI 1170.1	Succession to Key Positions During Normal Conditions
GMI 1210.1	GSFC Competition Advocacy Program Implementation
GMI 1300.2	Policies and Procedures for the Use of the GSFC/WFF Test Range
GHB 1389.1	Conference Coordination
GHB 1410.3	Index to Goddard Management Directives
GHB 1420.1	Forms Handbook
GMI 1440.5	Vital Records Program
GMI 1490	Copy Management Program
GMI 1530.2	Distribution and Mailing List Procedures
GHB 1540.1	Move Handbook
GHB 1600.1	Security Manual
GMI 1680.1	Visits of Foreign Nationals to GSFC
GMI 1700.2	GSFC Health and Safety Program
GMI 1700.4	GSFC Hot Work Permits
GMI 1710.1	Periodic Inspection of the Fire and Occupational Safety Status of the GSFC Tracking Stations, Switching Centers, and Other Off Main Site Facilities
GMI 1710.3	Trailer Fire Protection and Safety
GMI 1741.1	Aviation Safety Program
GMI 1771.1	Range Safety Policies and Criteria for GSFC/WFF
GHB 1771.1	Range Safety
GMI 1772.1	Center Smoking Policy
GMI 1780.1	GSFC Confined Space Policy
GMI 1800.1	Goddard's Occupational Medicine and Environmental Health Program
GHB 1860.1	Radiation Protection - Ionizing Radiation
GHB 1860.2	Radiation Safety Handbook
GHB 1860.4	Radiation Safety Handbook - Ultraviolet and High Intensity Light Radiation
GMI 1930.1	Standards of Conduct
GHB 2200.1	Technical Information and Graphics Art Handbook
GMI 2210.1	Early Domestic Dissemination of Technical Information
GMI 2220.4	Use of the International System of Units
GMI 2220.5	Approval and Special Requirements for GSFC Publications
GMI 2220.6	Approval Procedures for Proposed Special Publications
GMI 2270.1	Documentation of Research and Development and Testing Work Conducted at the GSFC (Maintenance of Laboratory Notebooks)
GMI 2312.1	GSFC Management Reports System
GMI 2314.1	GSFC Micrographics Management

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GMI 2410.6	Assuring Security and Integrity of the GSFC Automated Information Resources
GMI 2430.2	Identification and Management of Magnetic Data Tapes
GHB 2430.3	Procedures Manual for Storage of Magnetic Data Tapes at the Washington National Records Center
GMI 2530.1	GSFC Teletype System
GMI 2530.2	Providing Communications Services to Other Government Agencies During Emergency Situations
GMI 2530.3	Administrative Control of Communications Traffic During Emergency Conditions
GHB 2530.4	GSFC Electronic Mail Service
GMI 2540.2	Administrative Communications Facilities, Equipment, and Services
GHB 2540.2	GSFC Administrative Communications
GHB 2540.3	GSFC Program Support Communication Network
GMI 3250.1	Career Counseling and Planning
GMI 3300.1	Recruitment, Hiring, Placement and Advancement of Handicapped Individuals and Disabled Veterans
GMI 3301.1	Recruitment and Relocation Bonuses
GMI 3304.1	Employment of Experts and Consultants
GMI 3307.1	Detail of Employees
GMI 3310.1	Employment of Relatives at the GSFC
GMI 3334.1	Intergovernmental Personnel Act
GMI 3335.2	Manpower Utilization Councils and Manpower Utilization Review Council
GMI 3410.1	Three-Quarter Credit Graduate Study Program
GMI 3430.1	Probationary Period
GMI 3430.2	Probationary Period for New Supervisors and Managers
GMI 3451.1	Incentive Awards for the GSFC
GMI 3451.4	Safety Awards Program
GMI 3511.2	Position Management and Classification
GMI 3530.1	Application of Highest Previous Rate
GHB 3530.2	Pay Systems and Pay Administration
GMI 3530.3	Appointing New Employees at Salaries Above Minimum rate
GMI 3531.1	Within Grade and Quality Increases - General Schedule
GMI 3610.2	Hours of Duty
GMI 3610.3	GSFC Time and Attendance Report/Labor Costing Report
GHB 3630.9	Absence and Leave
GMI 3711.1	GSFC Labor-Management Relations Program
GMI 3712.2	GSFC Women's Program Advisory Committee
GMI 3713.2	Equal Employment Opportunity
GMI 3713.3	Equal Opportunity Council
GMI 3713.4	Minority Group Reporting and Data Base Management
GMI 3714.1	GSFC Equal Opportunity Advisory Committees
GMI 3750.1	Delegation of Authority to Take Disciplinary and Adverse Actions
GMI 3752.1	Delegation of Authority to Take Disciplinary Actions, Adverse Actions, and Actions Based on Unacceptable Performance
GMI 3771.1	Delegation of Authority to Decide Grievances
GMI 3792.1	Employee Assistance Program
GHB 4000.3	GSFC Tracking Station Property Procedures
GHB 4200.2	Equipment Management Manual
GMI 4210.5	Temporary Removal for Use of GSFC Equipment by Employees
GMI 4300.1	Magnetic Tape rehabilitation and Reuse
GMI 4300.2	Furnishing Magnetic Tape (Recertified or New) to Scientific Investigators and Experimenters
GMI 4300.3	Return of Magnetic Tapes Containing Data Furnished to Investigators
GHB 4300.6	Utilization and Disposal Manual

GMIs/GHBs UNCONNECTED WITH GSFC ISO 9001 IMPLEMENTATION

GMI 5101.2	Research Grants and Contracts with Educational and NonProfit Institutions
GMI 5101.3	Minority Business Enterprises Program
GMI 5101.4	In-House Cost Estimating for Procurements Exceeding \$100,000
GMI 5103.1	Debriefing of Unsuccessful Companies in Competitive Negotiated Procurements
GMI 5104.6	Policy and Guidelines for the Use of Consulting Services Obtained by Contract
GMI 5104.7	Policy Concerning Contracts Requiring Onsite Performance and the Administration thereof
GMI 5109.1	Administration of New Technology Clauses in the GSFC Contracts
GHB 5115.1	Preparing for Cost Comparison Studies Handbook
GHB 5150.2	Unsolicited Proposals Handbook
GMI 5301.1	Basic Reliability and Quality Assurance Policy for the Wallops Flight Facility
GMI 6550.2	Helicopter Landing/Takeoff Clearance Procedures at the GSFC (excluding Wallops)
GMI 6551.1	Control of Civil Owned Aircraft
GMI 6730.2	Issuance of US Government Motor Vehicle Operator's Identification Card
GMI 6730.3	Reporting Motor Vehicle Data
GMI 6730.4	Vehicle and Pedestrian Traffic
GMI 6730.6	Vehicle Reserved Parking
GMI 7234.1	Facilities Utilization Program
GMI 7234.2	Facility Operations Managers
GMI 7410.1	Delegation of Authority for Acquisition of Commercial or Industrial Products and Services for the GSFC
GHB 7120.1	Handbook for Preparation and Implementation of Work Breakdown Structures
GMI 7130.1	RTOP Management Responsibilities
GHB 7150.1	Project Manager's Handbook
GMI 7410.1	Delegation of Authority for Acquisition of Commercial or Industrial Products and Services for the GSFC
GMI 7920.1	Use of Administrative Aircraft - NASA 8
GMI 8030.1	Retention of Magnetic Data Tapes
GMI 8030.3	Policy Concerning Data Obtained from Space Science Flight Investigations
GMI 8320.1	Committee on Academic Science and Engineering (CASE) Reporting System
GMI 8840.1	Center Paper Recycling Program
GMI 8500.1	Fabrication and Assembly Services
GMI 8500.2	Facilities Engineering Division Services
GMI 8800.1	Real Property Physical Accountability, Recording and Reporting
GHB 8800.2	GSFC Environmental Handbook
GMI 8811.1	Acquisition, Use, and Disposal of House Trailers and Temporary or Movable Buildings
GMI 8820.1	Minor Construction, Alteration, and Repair (MCAR) Projects
GMI 8839.2	Plant Operations and Maintenance Division Services
GMI 9050.1	Use of Administrator's Fund
GMI 9050.2	NASA/GSFC Exchange
GMI 9060.1	Cost and Revenue Accrual System
GHB 9060.1	Goddard Accrued Cost Accounting System
GMI 9080.1	Charges for Computer Services to Non-GSFC Users
GMI 9250.1	Independent Financial Control of Capital Equipment Accounts
GMI 9250.2	Independent Financial Control of real Property
GMI 9650.1	Imprest Fund Services
GMI 9700.2	GSFC Travel
GMI 9702.1	Trip report for Foreign Travel at the GSFC
GMI 9710.1	Delegation of Travel Authority and Attendance at Meetings of Outside Organizations
GMI 9710.2	Reduction in Non-Civil Service Travel
GMI 9710.3	Control of Foreign Travel

GMI/GBs UNCONNECTED WITH GSFC ISO 9001 IMPLEMENTATION

GMI 9710.8	Power and Authority to Execute Reimbursable Arrangements Solely for Travel and Related Matters
GMI 9720.2	Excess Baggage